

# Virtual TimeClock<sup>®</sup> Payroll Integration Guide

## Exporting to Gusto<sup>®</sup>

Virtual TimeClock will export a specially formatted time clock file that allows you to import employee hours into Gusto<sup>®</sup> Payroll. To import files, you must complete a one-time setup.

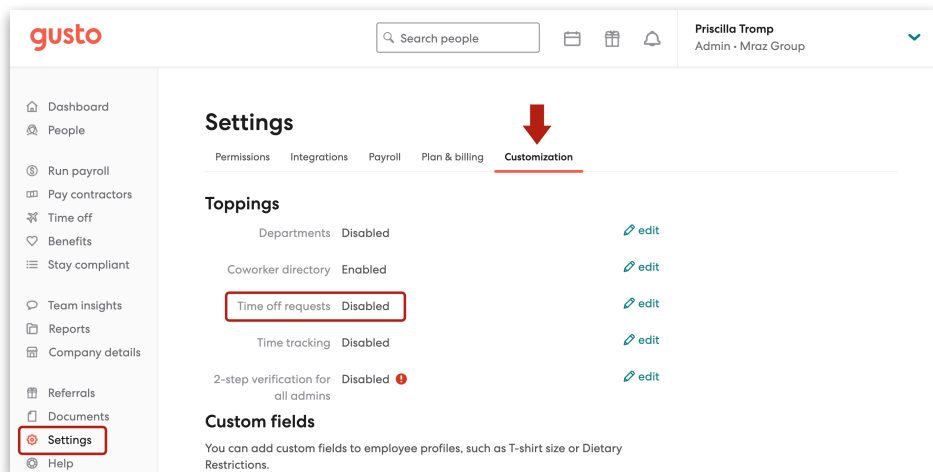


Need help with payroll integration? Contact us at 1-559-434-8544 or <http://www.redcort.com/contact>.

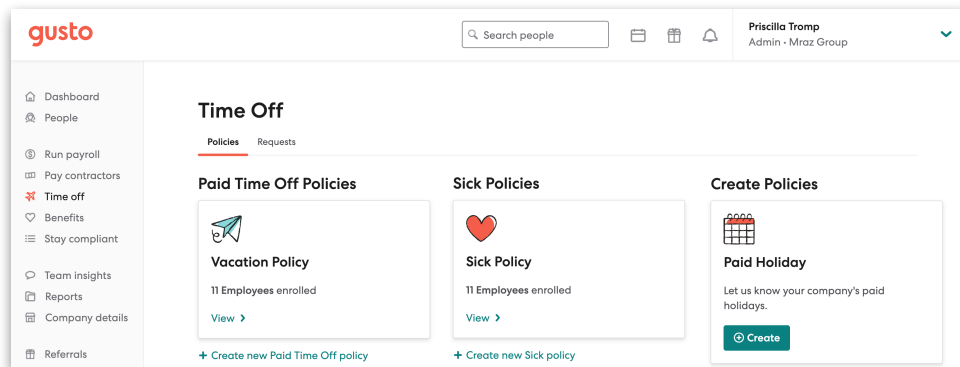
## Gusto<sup>®</sup> Integration Setup

Gusto will allow you to import regular hours and overtime hours without performing any additional configuration. However, if you would like to import PTO hours, sick hours, or vacation hours as well you will need to disable Time Off Requests and set up time off policies in Gusto.

1. From your Gusto dashboard, choose **Settings** and click the **Customization** tab. Ensure that *Time off requests* is **Disabled**.



2. **Setup time off policies.** To import paid time off hours from Virtual TimeClock, make sure you create vacation, sick and holiday policies in the **Time Off** window, otherwise these time off hours will not import to Gusto.



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# Virtual TimeClock® Integration Setup

## Add Gusto Employees to Virtual TimeClock

1. With Administration Mode turned on, select **Users** from the *Configure* menu.
2. Click **New User** at the bottom of the user list and select **New User**.
3. Enter at least the First and Last Name of the new user.



**Note:** It is not critical that employee names exactly match between Gusto and Virtual TimeClock, but doing so will make it easier to match employees during the Gusto smart upload process.

4. Click Save & Next to add more users or Save & Close to finish.
5. Assign the user to a Display Group and, if needed, create a password for them.

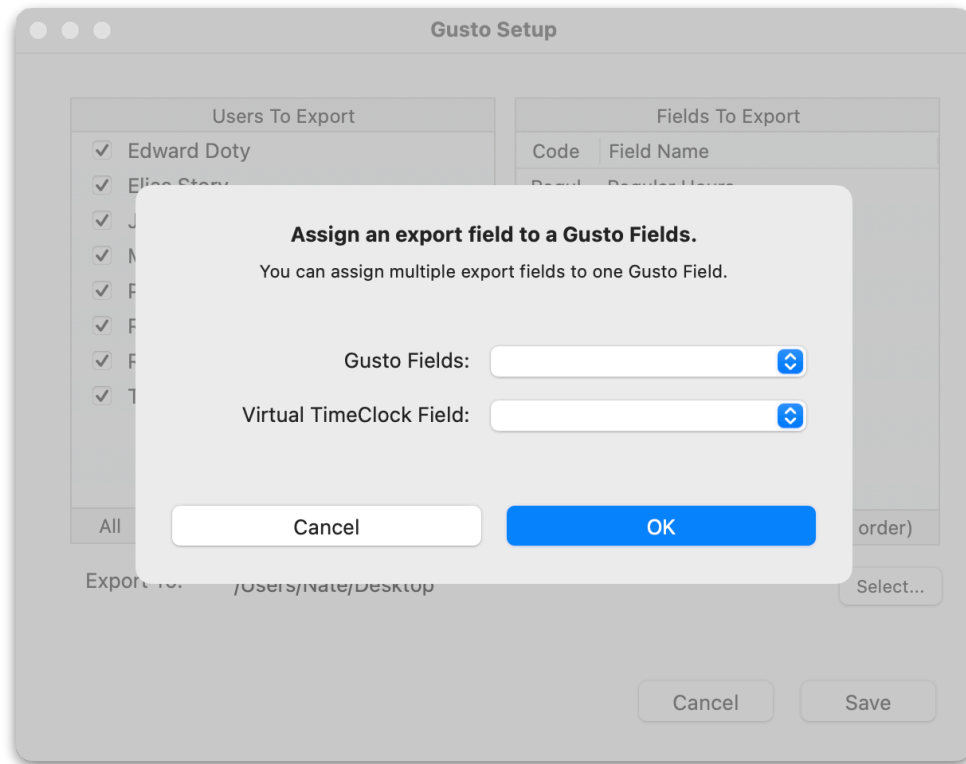
## Set up your export default fields

6. In Virtual TimeClock, from the *Configure* menu, select **Payroll Settings**.
7. In the *Payroll Export* section choose **Gusto** from the payroll integrations drop-down and click **Setup**.
8. Select the users to include in the export file from the *User To Export* list.

Users To Export		Fields To Export	
<input checked="" type="checkbox"/>	Edward Doty	Code	Field Name
<input checked="" type="checkbox"/>	Elias Story	Doubl...	Weekly Overtime @ 2nd Rate
<input checked="" type="checkbox"/>	John Howland	Overt...	Weekly Overtime
<input checked="" type="checkbox"/>	Mary Allerton	Vacat...	Vacation Hours
<input checked="" type="checkbox"/>	Peter Browne	Sick ...	Sick Leave Hours
<input checked="" type="checkbox"/>	Roger Wilder	Regul...	Regular Hours
<input checked="" type="checkbox"/>	Rose Standish	PTO	Personal Hours
<input checked="" type="checkbox"/>	Thomas English		

Export To:

9. Press the **+** button in the bottom left corner of the *Fields to Export* list and select the Gusto field and Virtual TimeClock field that you would like to match in the export file then press **OK**. Do this for every Gusto field you want to include in the export file.



10. Use the **Select...** button to choose the destination to save your export file.
11. Press **Save** to exit and complete the Gusto Integration setup.

## Exporting Payroll Hours From Virtual TimeClock®

1. At the end of the payroll period, choose **Approval** from the Virtual TimeClock administrative toolbar to enter the **Timecard Review & Payroll Approval** dashboard. Once all timecards have been approved, click **Save File** to export your integration file. If a timecard is not approved, it will not be exported.

Name	Regular	Overtime	Leave	Total	Salaried	Sign Off
Edward Doty	159.85	0.10	16.00	175.95		✓
Elias Story	160.00	0.45	16.00	176.45		✓
John Howland	160.00	0.57	16.00	176.57		✓
Mary Allerton	159.70	0.47	16.00	176.17		✓
Peter Browne	159.65	0.47	16.00	176.12		✓
Roger Wilder	159.97	0.15	16.00	176.12		✓
Rose Standish	160.00	0.55	16.00	176.55		✓
Thomas English	160.00	0.47	16.00	176.47		✓

Refresh      Messaging...      All Timecards

- 1 Review & Approve Hours ✓ [Remove Sign Off](#)
- 2 Run a Payroll Hours Report [View Report...](#)
- 3 Create a Payroll Integration File [Save File...](#)
- 4 Close Your Payroll Period [Close Period...](#)

## Importing Payroll Hours in Gusto®

Follow the steps below to import payroll hours in your Gusto software at the end of the period.

1. Log in to Gusto, and from the **Pay** menu choose **Run Payroll**.

Home

People

Pay

Run payroll

Pay contractors

Pay bills

Pay history

Pay settings

Expenses

Time & Attendance

Benefits

Taxes & Compliance

Documents

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Tasks

Priority

Review 3 time off requests

Review 3 time off requests from 3 employees. When possible, it's best practice to approve these within the same pay cycle.

Let's do it >

Active payrolls

No payrolls in progress.

Payroll on AutoPilot® is OFF ⓘ

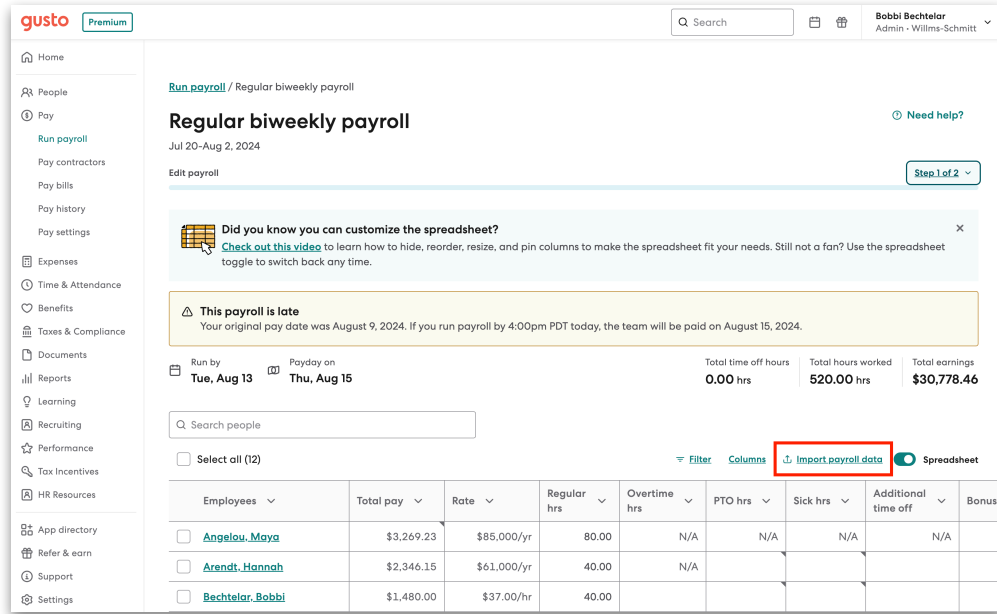
View payroll history

Recommendations

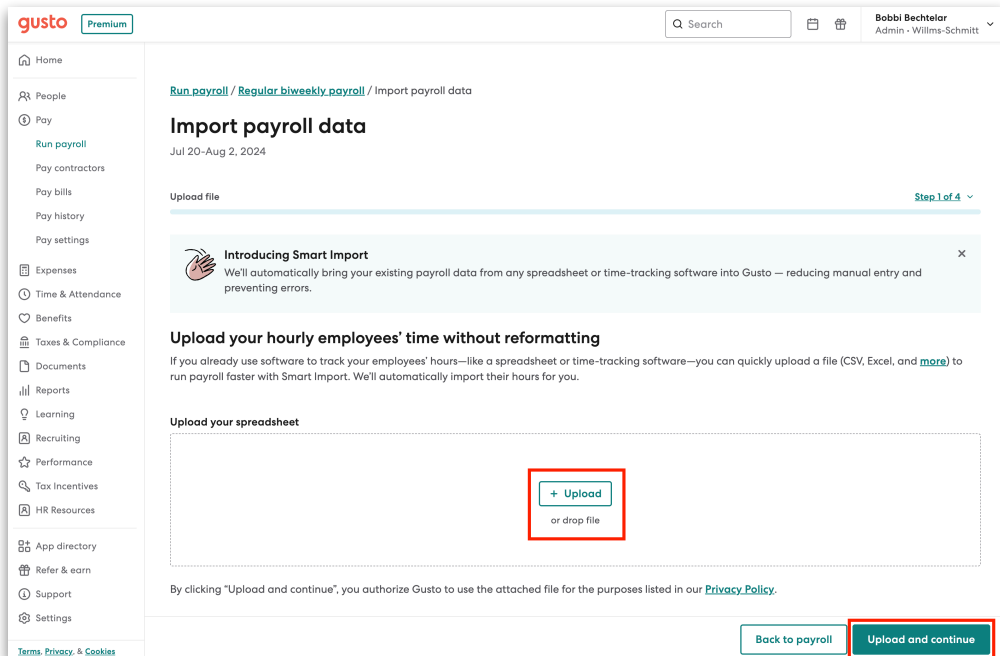
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2. Select **Run Payroll** to start the payroll process. On the first payroll step [Edit payroll], directly above the list of employees, click the **Import Payroll data** button on the right side of the screen.



3. In the *Import payroll data* for step 1 [, you will need to click + **Upload** and choose the exported file from Virtual TimeClock. Once the file is selected, click **Upload and continue**.



- In the *Import payroll data* for step 2 [Review column matching], you will need to review the file columns in your imported file and ensure they match the appropriate Gusto columns. Gusto will note any columns that need to be reviewed and matched. Once this has been completed click **Looks good, continue**.

**Columns that need review (2 columns)**

File column	Gusto column	Match status
vacation_hours	(Unmatched)	No match found Won't be imported
pto	(Unmatched)	No match found Won't be imported

**Columns that are exact matches (9 columns)**

File column	Gusto column	Match status
first_name	First name	Exact match
last_name	Last name	Exact match



**Note:** Gusto will remember these settings for the next time you run payroll.

- In the *Import payroll data* for step 3 [Review row matching], you will need to review the list of employees from the *File row* in the imported file and match them to the correct *Employee in Gusto*. Employees whose first and last names in Gusto match their first and last names in Virtual Timeclock will automatically be matched. Once this has been completed click **Looks good, continue**.

**Rows that need review (8 rows)**

File row	Employee in Gusto	Match status
Edward Doty	Q (Unmatched)	No match found Won't be imported
Elias Story	Q (Unmatched)	No match found Won't be imported
John Howland	Q (Unmatched)	No match found Won't be imported
Mary Allerton	Q (Unmatched)	No match found Won't be imported
Peter Browne	Q (Unmatched)	No match found Won't be imported
Roger Wilder	Q (Unmatched)	No match found Won't be imported



**Note:** Gusto will remember these settings for the next time you run payroll.

6. In the *Import payroll data* for step 4 [Review data and import], you will need to review the imported hours. If you find hours that need correction while preparing payroll, you can modify hours in Virtual TimeClock, re-export your CSV file, and then re-import the hours into Gusto; existing hours will be replaced when you import. If everything is correct press **Import** to complete.

Disclaimer: Redcort Software attempts to accurately describe and facilitate the process of integrating Virtual TimeClock with various payroll service providers. Redcort Software, due to factors outside of its control, makes no guarantee, stated or implied, that this integration guide will result in a successful import of time clock or payroll data to any other program or payroll system.

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